Expedient User Manual – Administrator Functions

Contents

Introduction

E Xpedient certain functions that administration users will be required to perform during the setup and maintenance of Expedient Express.

Minimum System Requirements

Expedient Software requires the following minimum PC Specifications:
- Windows XP or greater
- Screen resolution 1280 X 768 or greater

Logging in to Expedient

On your desktop will be an Icon which looks this:
Double click on this icon. This will then open up the Expedient Application at a log in prompt:

Saving Password
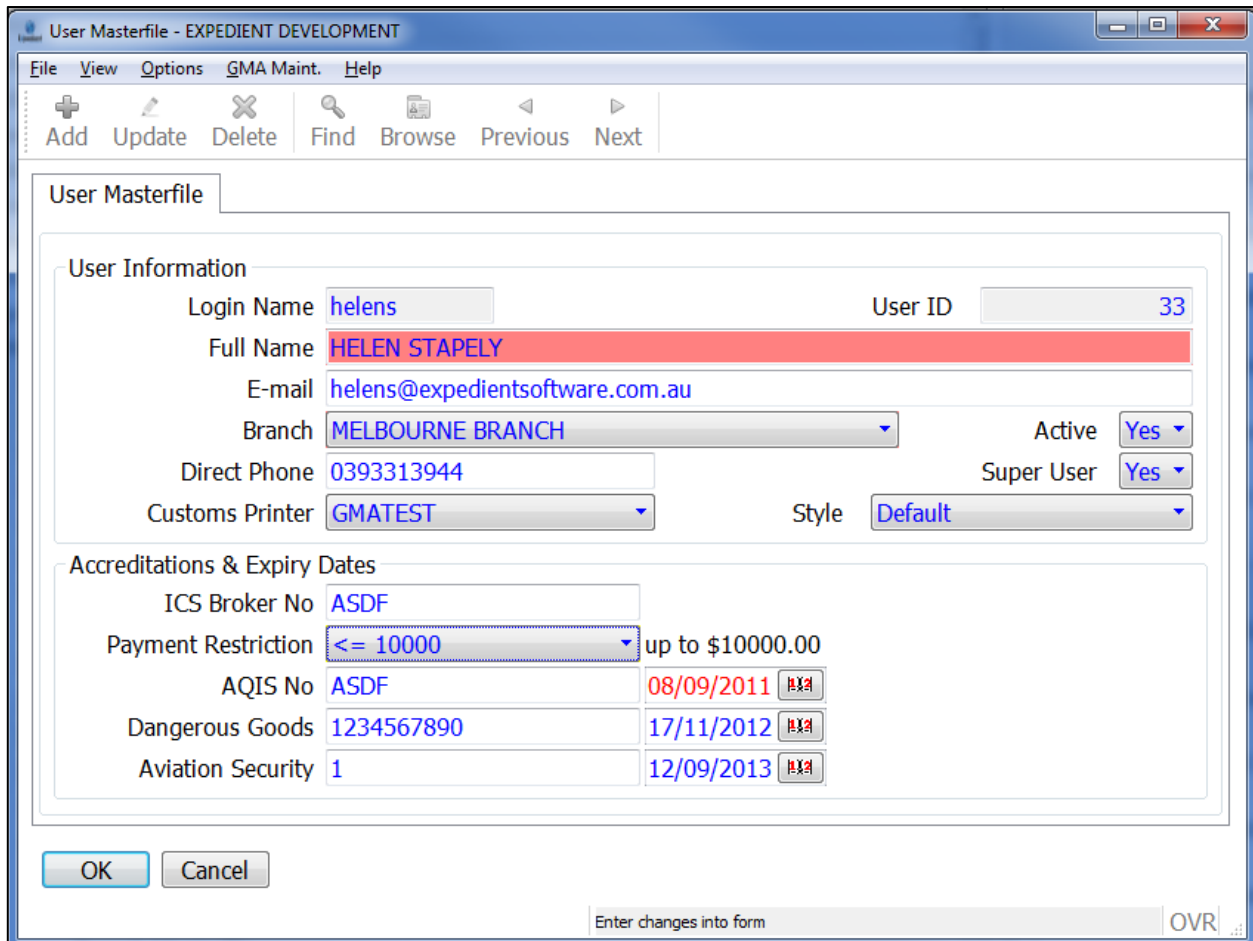The save Password Option is not ticked by default for all users.

Adding New Users to Expedient

Upon initial installation of Expedient users will be assigned a user name and password.
Super users possess administration privileges, one of which is to add other users, enabling them to log in to Expedient.

The screen shot below, allows Super Users to add new users.
This screen is found in the Administration Menu, under Company Details, Users Masterfile
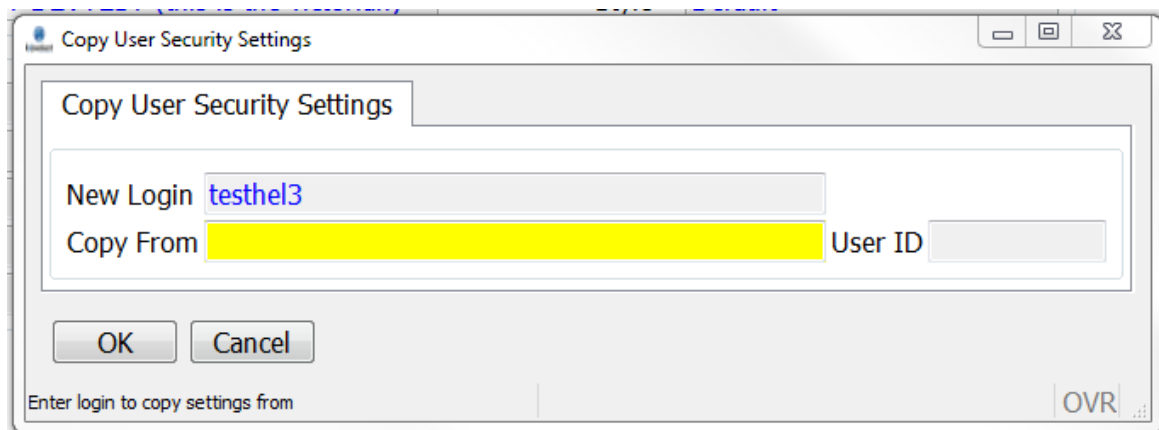

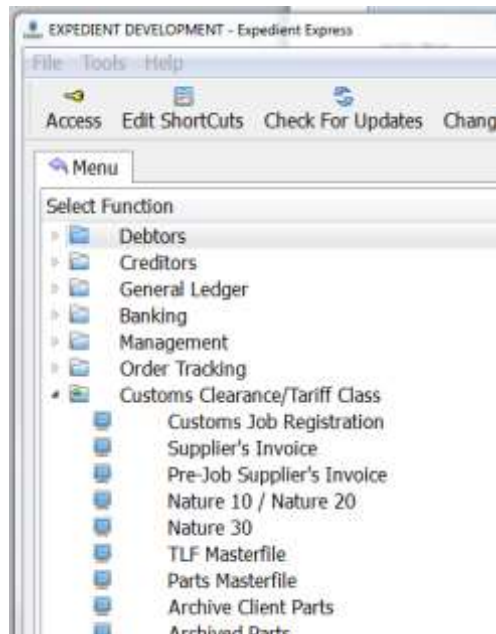| Field Name	Description	Validation	Default
User ID	This is the unique number assigned to the user, generated by the System	No Entry	Blank
Login Name	This is the user's login name which they will use each time they log in to Expedient Express. This is usually their email address.	Mandatory	Blank
Full Name	This is the user's full name. This is used in reporting and for logging of who does what within the system	Mandatory	Blank
E-mail	This is the user's email address. This is used for sending requested documents to the user, like Customs Entries	Mandatory	Blank
Branch	This is the location of the user. This is used for statistical reporting and client facing document.	Mandatory	Blank
Department	This is the department in which the user belongs to. This is	Optional	Blank

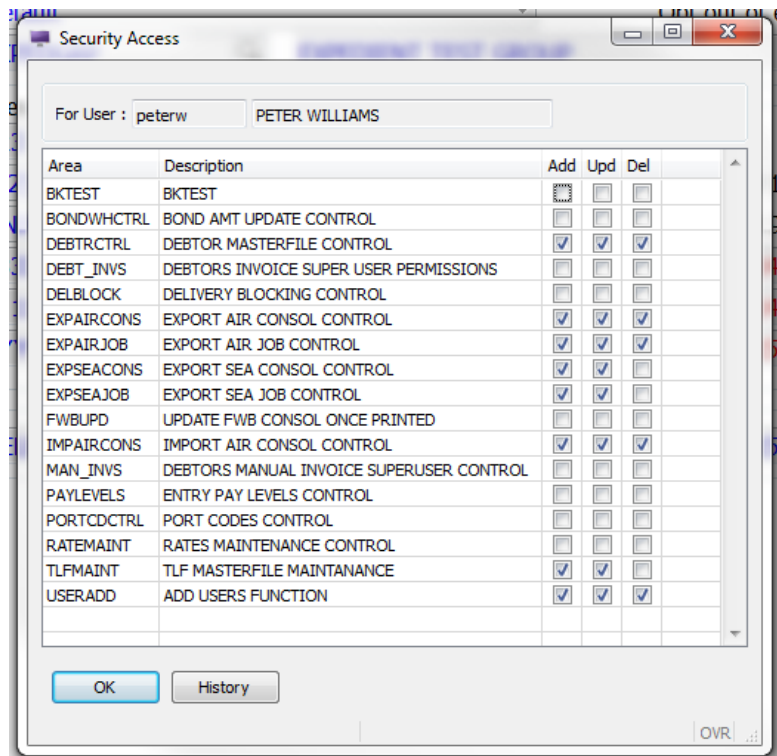| Field Name	Description	Validation	Default
	used in statistical reporting		
Direct Phone	This is the direct phone number of the user, this assists in internal communication of users and is used in notification reporting	Optional	Blank
ICS Broker No	This is the user's ICS Broker No, and is used to lodge Customs Entries	Optional	Blank
Payment Restriction	This is the ceiling on the payment amount for the broker. The levels are set in 'Entry Payment Levels' in the Company Details Menu. Please contact GMA if you would like access to this function.	Optional	Blank
AQIS No	This is the user's AQIS Number, and is used when lodging with AQIS.	Optional	Blank
Dangerous Goods	This is the user's Dangerous Goods Code. This is used when sending Export EDN/ESM to Customs.	Optional	Blank
Aviation Security	This is the user's Aviation Security Number, and is used when lodging Neutral Airway Bill	Optional	Blank
Super User	This defines the users' access settings and privileges. A Super User can restrict users' menu and/or program user access. (for both Super Users and Normal Users)	Optional	Blank

Copy User Security Settings

On OK after adding a New User you will see the following popup screen which allows you to easily copy the set up for Menus, User Options and Security settings from an existing user.

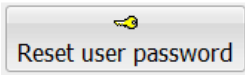The folders and items within the folders

The user security access

And User Options

Will be copied from the selected user to the newly added user.

Enter the login for the existing user you want to copy the settings from. On OK the settings will be copied across. Cancel will stop settings copying to the new user but the new user will be created.

The toolbar button can also be used in this screen to copy the Menus, User Options and Security settings of a user to an existing user.
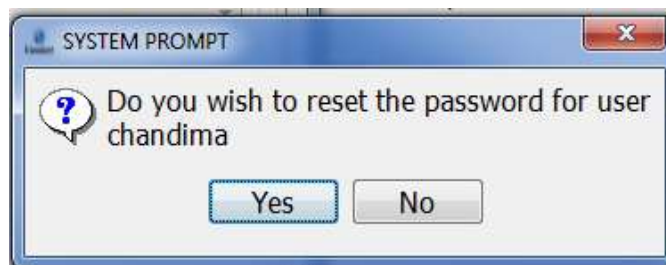
Resetting User Password

The Users Masterfile allows Super users to reset other users' password. To perform this, simply find the user that requires a password reset. Then in Options, select Reset Password, or use the toolbar button

Once a Super user has selected the above option, the below system prompt displays:
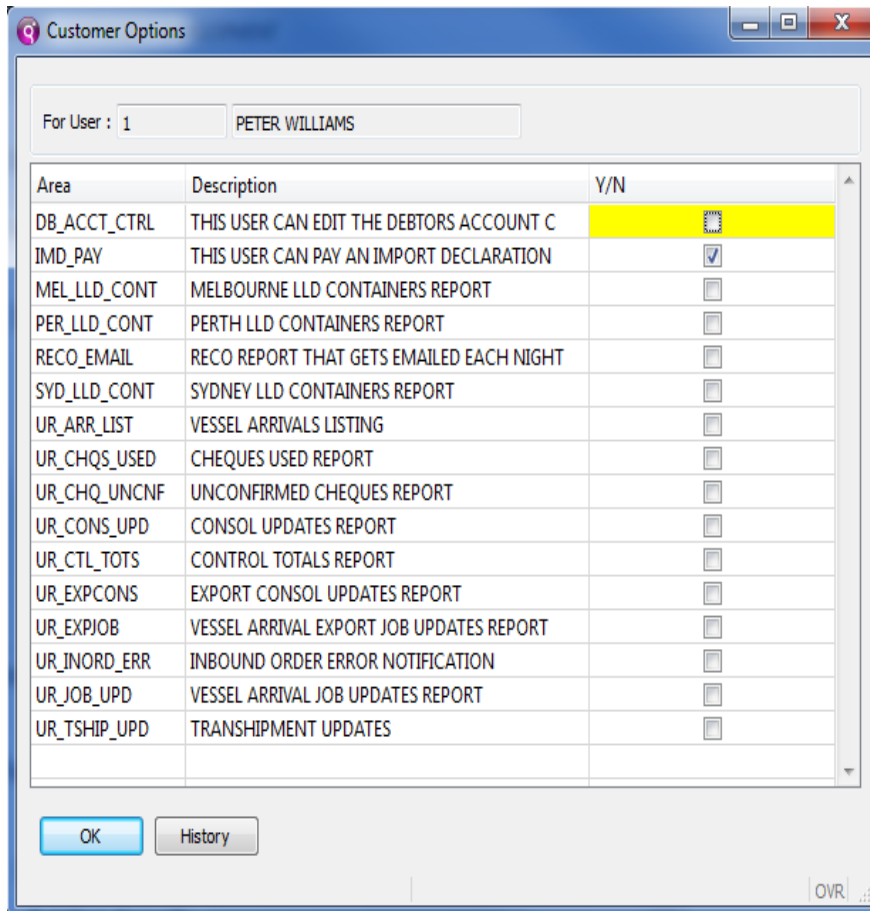

Clicking yes will display the below:

Enter a temporary password and advise the user what to enter when they next login.

The next time that user logs in they need to enter the temporary password.

They will then be immediately prompted to set a new password. See below:

Please Note: If the system deems that the password is not strong enough, then it will display a system warning, similar to below screen.

SYSTEM ERROR

Invalid Password. Must not be same as User ID
Minimum Length is 7 Characters
Must have both aplha and numberic characters in it
and must not contain " ' ` \ characters.
Try Again

Exit

User Options

The Users Masterfile is an area where Super Users can control various functions.
The below screen is accessed from the Users Masterfile / Options / Users Options:

The following module annotations appear to the right of the screen, aligned with each row:

Area	Description	Module
DB_ACCT_CTRL	THIS USER CAN EDIT THE DEBTORS ACCOUNT C	Accounting Module only
IMD_PAY	THIS USER CAN PAY AN IMPORT DECLARATION	Customs Module
MEL_LLD_CONT	MELBOURNE LLD CONTAINERS REPORT	Lloyds DCN
PER_LLD_CONT	PERTH LLD CONTAINERS REPORT	Lloyds DCN
RECO_EMAIL	RECO REPORT THAT GETS EMAILED EACH NIGHT	Accounting Module Only
SYD_LLD_CONT	SYDNEY LLD CONTAINERS REPORT	Lloyds DCN
UR_ARR_LIST	VESSEL ARRIVALS LISTING	1-Stop Vessel Arrivals
UR_CHQS_USED	CHEQUES USED REPORT	Accounting Module Only
UR_CHQ_UNCNF	UNCONFIRMED CHEQUES REPORT	Accounting Module Only
UR_CONS_UPD	CONSOL UPDATES REPORT	1-Stop Vessel Arrivals
UR_CTL_TOTS	CONTROL TOTALS REPORT	1-Stop Vessel Arrivals
UR_EXPCONS	EXPORT CONSOL UPDATES REPORT	1-Stop Vessel Arrivals
UR_EXPJOB	VESSEL ARRIVAL EXPORT JOB UPDATES REPORT	Order Tracking
UR_INORD_ERR	INBOUND ORDER ERROR NOTIFICATION	1-Stop Vessel Arrivals
UR_JOB_UPD	VESSEL ARRIVAL JOB UPDATES REPORT	1-Stop Vessel Arrivals
UR_TSHIP_UPD	TRANSHIPMENT UPDATES	

Field Name	Description	Validation	Default
IMPORT & CUSTOMS MODULE			
IMD_PAY	Controls whether a user has permission to Pay a Customs Entry.	N/A	N/A
MEL_LLD_CONTP ER_LLD_CONT SYD_LLD_CONT	Controls where a user receives the Lloyds LCL Container Unpack Report Please Note: This is only applicable if the Site has the Lloyds DCN Subscription linked to Expedient	N/A	N/A
UR_ARR_LIST	Controls where a user receives the 1-Stop or Lloyds Vessel Arrivals Report (based on which subscription the site has linked with Expedient)	N/A	N/A
UR_CONS_UPD	Controls whether a user receives the Consol Updates Report. This report display those consols where the ETA has been updated by Expedient		N/A

	based on the Vessel Arrival Dates Changes from 1-Stop.		
UR_EXPCONS	Controls whether a user receives the Export Consol Updates Report. This report displays those Consols where the ETD has been updated by Expedient based on the Vessel Departure and Cut Off Dates from One-Stop		N/A
UR_EXPJOB	Controls whether a user receives the Export Job Updates Report. This report displays those Jobs where the ETD has been updated by Expedient based on the Vessel Departure and Cut Off Dates from One-Stop		N/A
UR_JOB_UPD	Controls whether a user receives the Import Job Updates Report. This report displays those Jobs where the ETA has been updated by Expedient based on the Vessel Arrival Dates from One-Stop		N/A
UR_TSHIP_UPD	Controls whether a user receives the Transshipment's Report. This report displays those Jobs where Expedient has updated the Vessel from Transhipment to the actual Vessel based off the On Board Vessel Event from One-Stop.		N/A
ACCOUNTING MODULE			
DB_ACCT_CTRL	Controls whether a user can edit the account control field. This field controls whether users can create invoices for that customer. Setting it to -1 will stop all invoices being created for that customer	N/A	N/A
UR_CTL_TOTS	Controls whether a user receives the Control Totals Report. This report compares the total Debtors and Creditors Aged Totals with the General Ledger Control Totals and the WIP Disbursement Totals.		N/A
RECO_MAIL	Controls whether a user receives the Bank Reconciliation Report each night	N/A	N/A
UR_CHQS_USED	Controls whether a user receives the Cheque Numbers Used Report. This report monitors who is creating cheques and the corresponding cheque numbers and amounts.	N/A	N/A

Field Name	Description	Validation	Default
UR_CHQ_UNCNF	Controls whether a user receives the Unconfirmed Cheques Report (no longer used)		N/A
ORDER TRACKING MODULE			
UR_INORD_ERR	Controls whether a user receives the Inbound Order Error Notification. This report displays any order that has been uploaded incorrectly		N/A

Entry Payment Levels (Customs Module)

This function allows Customs Duty Payment Levels to be set. These levels can then be assigned in the User Masterfile to individual users to limit their payment authorization. The payments levels are pre-defined by GMA, however if Super users wish to change the levels, they can. To do this, go to Administration Menu, Company Details, Entry Payment Levels. The below screen displays the pre-defined levels (browse mode)
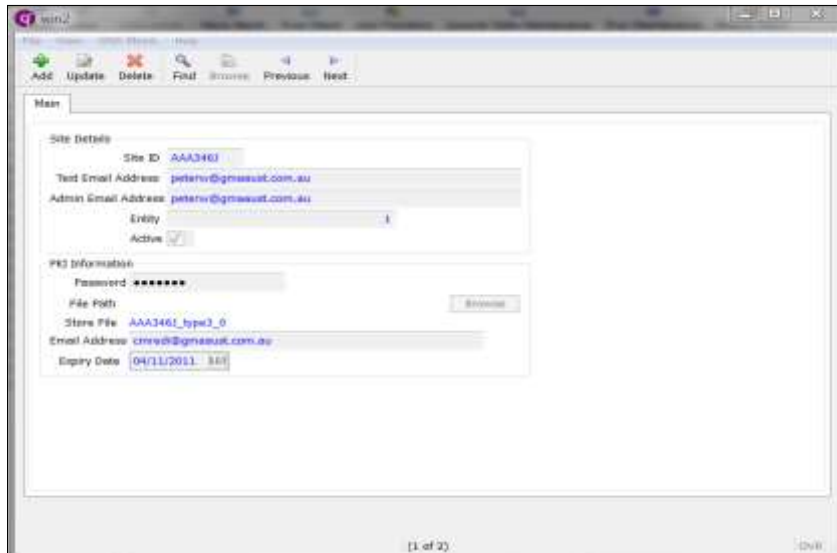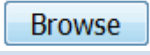
Please Note: If you cannot see this option and you would like this functionality please contact GMA.

Field Name	Description	Validation	Default
Level Code	This is the code for each level.	Mandatory	Blank
Level Description	This is the description for the payment level	Mandatory	Blank
Max Amount	This is the maximum amount allowed at this payment level	Mandatory	Blank

Adding/Modifying PKI Certificate

The PKI Certificate is used to authenticate your company when lodging Customs Entries with Customs Australia. This screen is used when your PKI expires. This screen is found in the Administration Menu, Company Details Sub Menu, PKI Maintenance

Field Name	Description	Validation	Default
Site ID	This is the number that is allocated by Customs	Mandatory	Blank
Text Email Address	This email address is used for Customs to send documents to, this should be the same as per the Customs Certificate	Mandatory	Blank
Admin Email Address	This is used in the event of any issues, Customs will send to this address	Mandatory	Blank
Entity	Unique identifier for your company, display only	Mandatory	Set by System
Active	Check this if this site is active	Mandatory	Blank
PKI Password	This is the password that you received from Customs.	Mandatory	Blank
PKI Certificate	Load the Customs PKI Certificate into this field. Click on ▢ Browse to locate the .pfx Certificate file received from Customs and load it into Expedient. The file parth and the name of the file will be shown in the File Path and Store File lines	Mandatory	Blank
Email Address	This is where the Customs messages are sent from and to by Customs	Mandatory	Blank
Expiry Date	This is the date that the PKI certificate expires	Mandatory	Blank

Security Access

Expedient has 3 levels of Security:

1. **Menu Level** – Control Access to Entire Menus. For example if a Super User wishes to revoke access to a user to the entire General Ledger Menu

2. **Program Level** – Control Access to Screen / Reports. For example if a Super User wishes to revoke access to a user to the TLF Masterfile Screen

3. **Read/Write/Delete Level** – Control Access to add/update/delete. For example, if a Super User wishes to revoke add privileges to the Import Job Registration Screen. Please Note: This is only set on certain programs; see below for programs;

Menu Level User Restrictions

Expedient allows Super Users to restrict a user having access to an entire menu. In this example, we want to remove the General Ledger Menu from the user bktest.

When in the Main Menu, click on the General Ledger Menu once. Then click on the Access Button
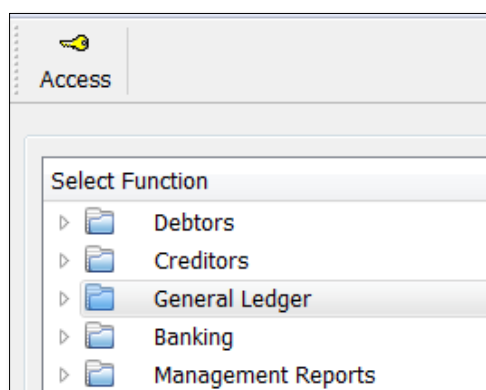
Once a Super User has done this, they will be presented with the following screen.
Clicking on Revoke All will remove all ticks from the Access column, conversely the Grant All Button Will grant access to all users to the General Ledger Menu.
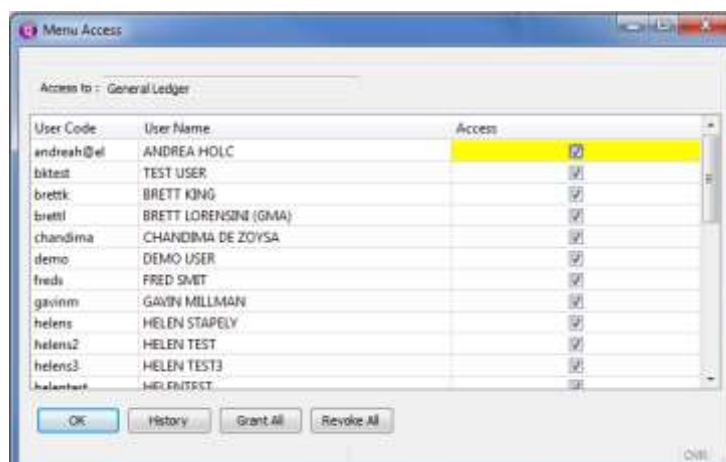
To remove access of the General Ledger Menu, de-select the check box under the access column. The user will need to log off for this to take effect.

Program Level User Restrictions

Expedient allows Super Users to restrict a user having access to a particular program. In this example, we want to remove the Chart of Accounts Screen from within the General Ledger Menu from the user bktest.

At the Main Menu, expand the General Ledger Menu. Then click on the Chart of Accounts Menu once. Then click on the Access Button:
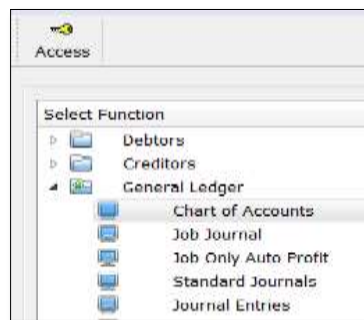
Once you have done this, you will be presented with the following screen. As per below, the user currently has access to the Chart of Accounts Screen.
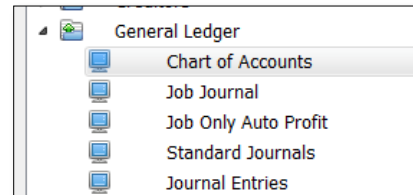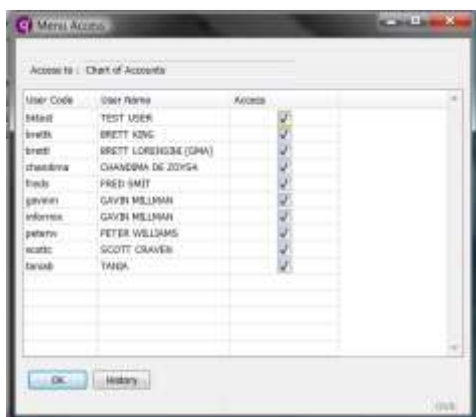
To remove access of the Chart of Accounts Screen, deselect the check box under the access column. The user will need to log off for this to take effect. See below: The user now does not have access to the Chart of Account Screen.
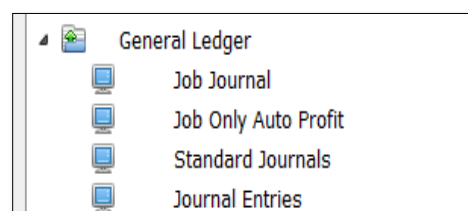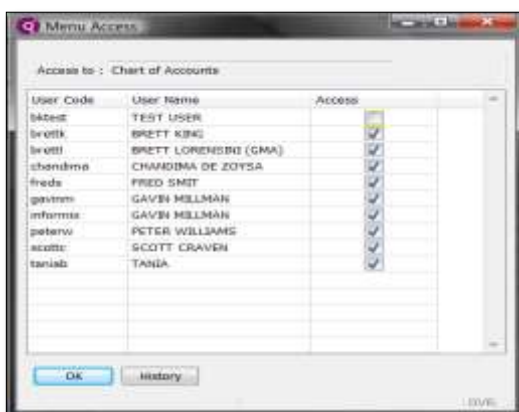
Add/Update/Delete User Security Access

To update multiple users in one step for a single program

Expedient allows Super Users to control what write permissions users can perform. This is only applicable to the below screens. The Security column must be enabled for this functionality to exist. If you require this functionality on an Area that is currently disabled please contact GMA Support to activate it.

To access this screen, go into GMA Maint Toolbar Option and Select Security Access from any input Screen, such as the Customer Masterfile Screen. See below:
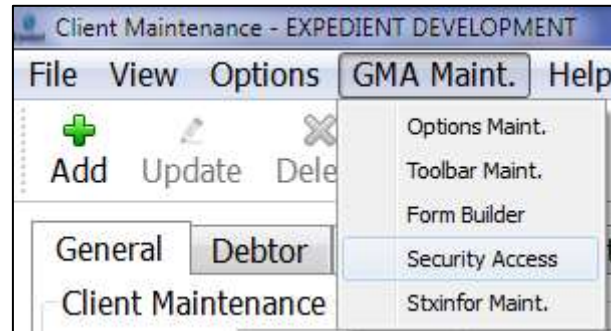
Now, to set each users access, double click on any row that is Enabled. As per below, I have double clicked on the DEBTOR MASTERFILE CONTROL

By double clicking on the above row, the below screen displays:

Now you can choose which users can have Add/Upd/Del privileges.

Please Note: Some screens have further checks in deletion. For example, deleting a customer with Transactions is not permitted regardless of the Users' Permissions.

To update a single user for all Security Access Enabled programs

Expedient allows Super Users to control what write permissions users can perform. To set all applicable programs for one user, go to the Users Masterfile in the Administration / Company Details Menu. Find the user you wish to implement security for. Then go to Options / Security Access (this user)
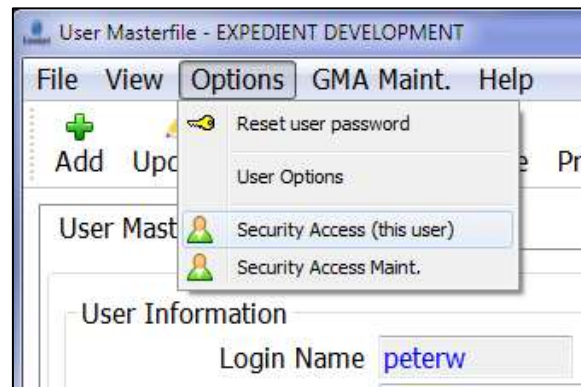
Once the above is selected, the below screen appears. This security is for that selected user only, in this case, Peter Williams.
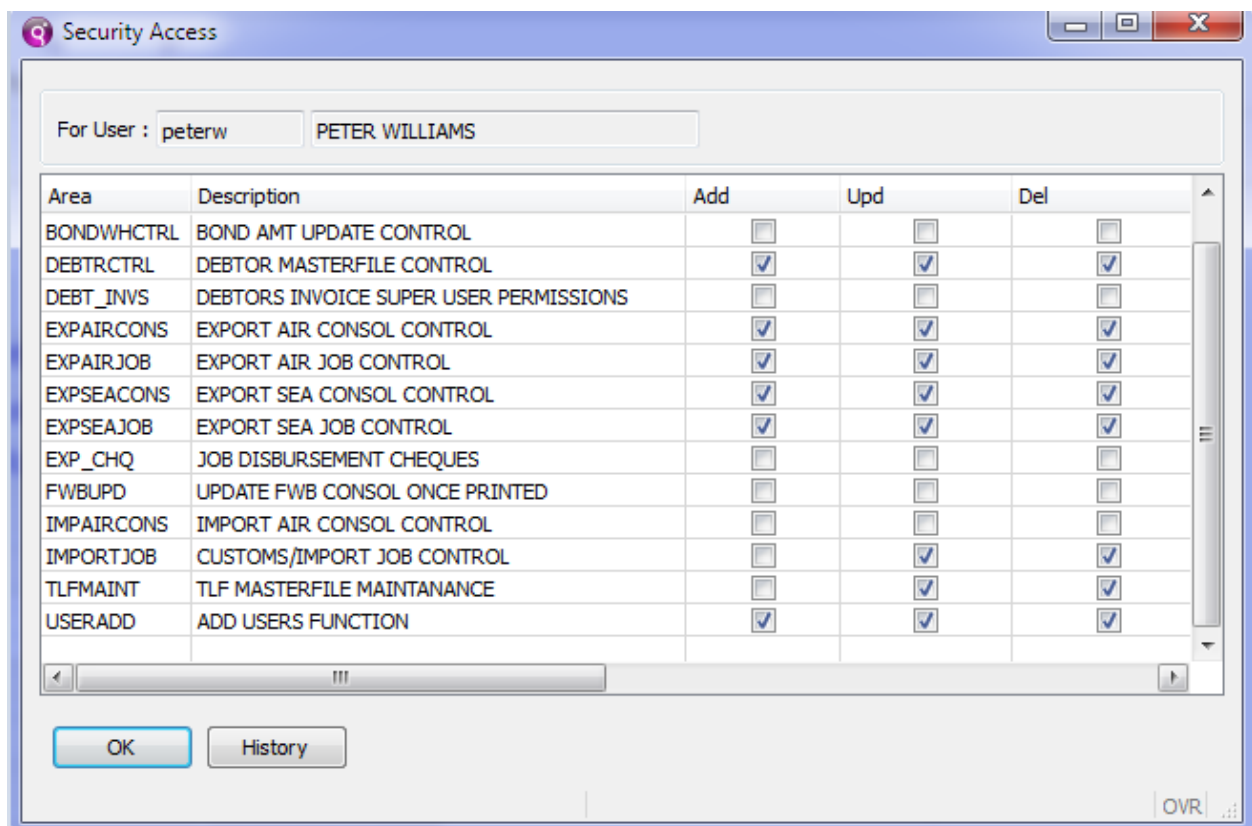
Click on the various check boxes to implement the security for Peter Williams.
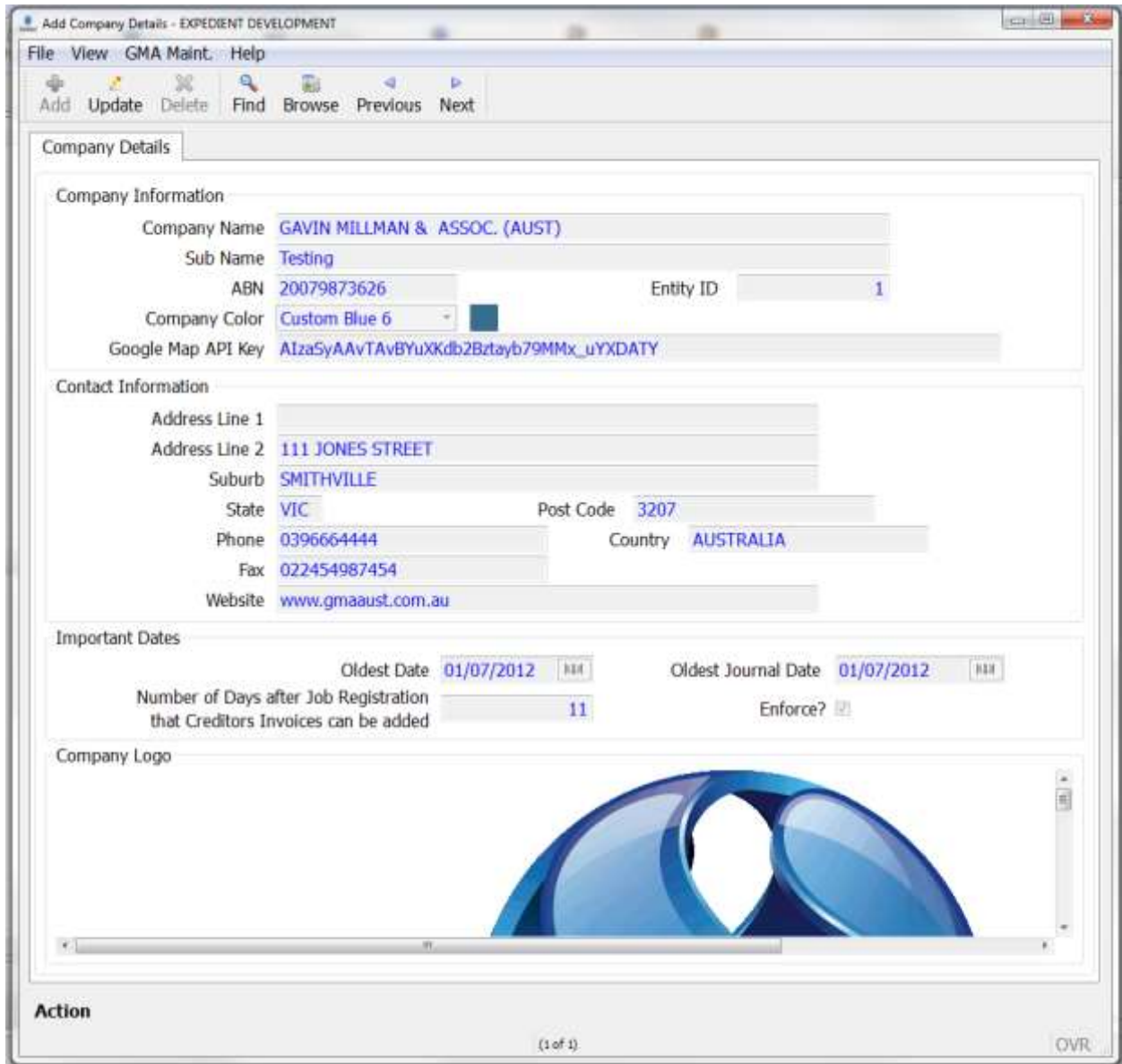
Adding/Modifying Company Details

The Company Details are used when lodging EFT with Customs, and is also used when printing Invoice Remittance Advices to customers for Direct Debit purposes. This screen is found in the:

Administration Menu –
Company Details Sub Menu –
Company Details Screen
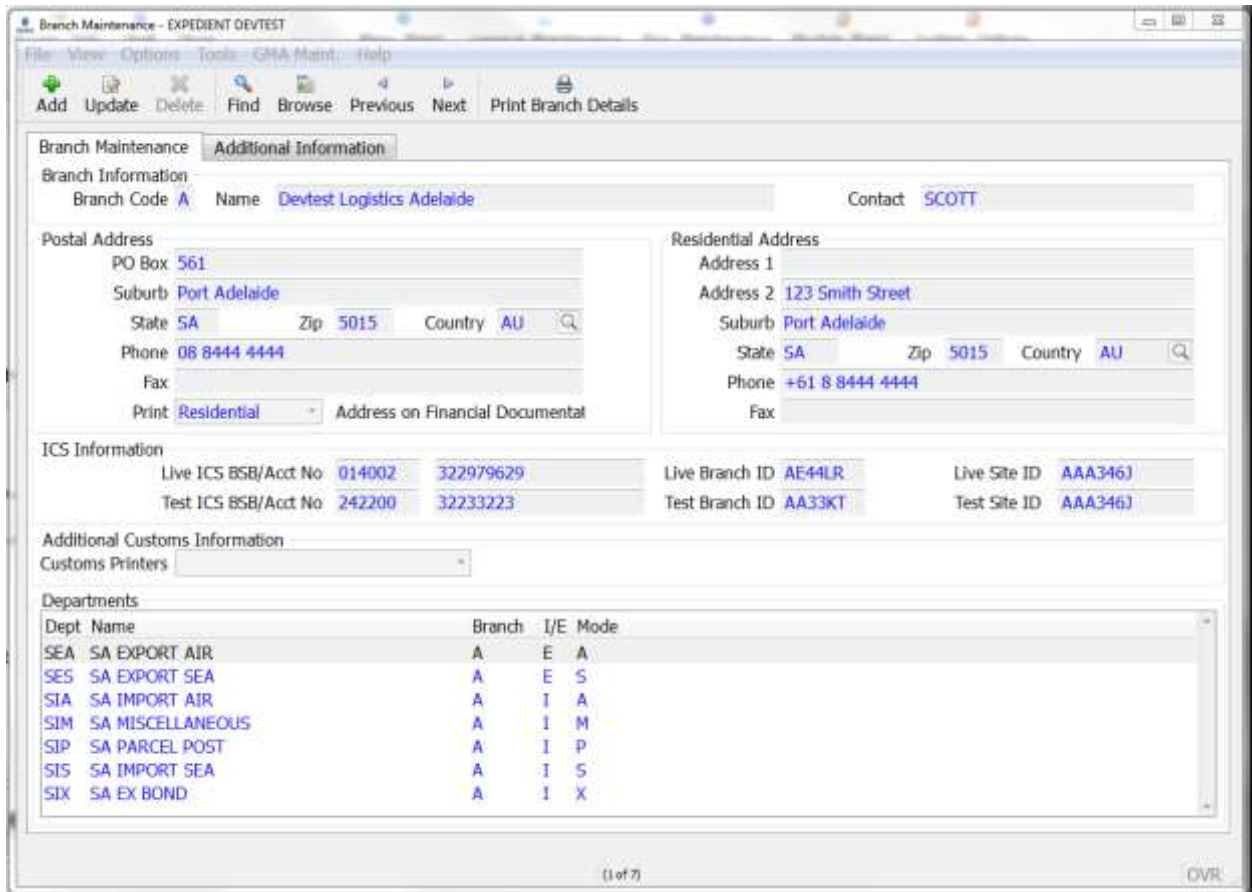
Field Name	Description	Validation	Default
Company Name	This is the name of your company	Mandatory	Blank
Sub Name	This is the sub company name	Optional	Blank
A.B.N.	This is the Australian Business Number	Mandatory	Blank
Entity ID	This is the number that identifies the site	N/A	System Generated

Company Colour	This is the colour used as a background in Expedient	Mandatory	Default
Google Map API Key	This is the code used to display the Google Map in the Customer Masterfile	Optional	Blank
Address Line 1	This is the first line of the company's head office address	Optional	Blank
Address Line 2	This is the street address of your company	Mandatory	Blank
Suburb	This is the suburb in which your company resides	Mandatory	Blank
State	This is the state in which your company resides	Mandatory	Blank
Post Code	This is the postcode in which your company resides	Mandatory	Blank
Phone	This is the phone number of your company's head office	Mandatory	Blank
Country	This is the country in which your company resides	Mandatory	Blank
Website	This is the company website	Optional	Blank
Oldest Date	This is the oldest Accounting Date in which you can post items to. This is only to be used if there is an item that you need to enter in which is to be posted to a previous period.	Mandatory	Blank
Oldest Journal Date	This is the date before which Job Journals cannot be applied	Optional	Blank
Number of Days after Job Registration that Creditors Invoices can be added	This is the number of days since registration that users are able to add Creditors Invoices to a Job. Expedient will warn users if invoices are added after more days. If the 'Enforce?' tick box is ticked users will not be able to continue to add the invoice.	Optional	Blank
Logo	This is the logo of your company. Use the Load Logo Button. See Below:	Optional	Blank

Adding/Modifying Branch Details

The Branch Maintenance details screen is used to print Branch details on invoices, and various internal reports. Job Departments are also linked to branches. This screen is found in the Administration Menu, Company Details Sub Menu, Branch Masterfile.

NOTE: Branches cannot be deleted, only added and updated.
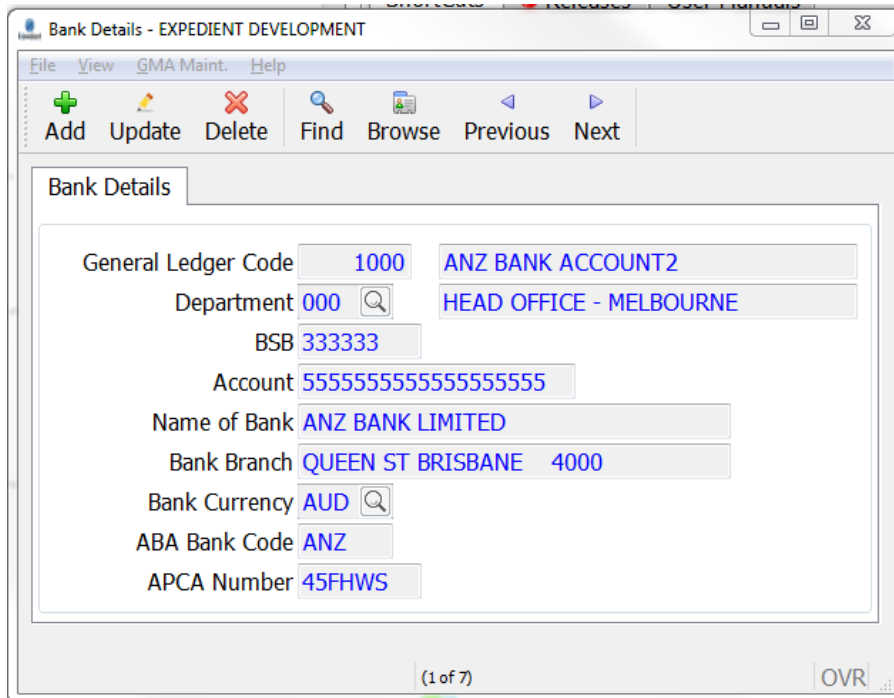
Field Name	Description	Validation	Default
Branch Code	This is the branch code of your branch	Mandatory	Blank
Branch Name	This is the name of the branch	Mandatory	Blank
Contact	This is the branch main contact	Mandatory	Blank
P.O. Box	This is the PO Box of the Branch	Mandatory	Blank
Suburb	This is the postal suburb	Mandatory	Blank
State	This is the postal state	Mandatory	Blank
Post Code	This is the postal post code	Mandatory	Blank
Phone	This is the postal phone number	Mandatory	Blank
Fax	This is the postal fax number	Mandatory	Blank
Residential Address 1	This is the residential Address of the branch, e.g. Level 1	Optional	Blank
Residential Address 2	This is the residential Address of the branch	Mandatory	Blank
Phone	This is the residential phone number	Mandatory	Blank
Fax	This is the residential fax number	Mandatory	Blank

Field Name	Description	Validation	Default
Live ICS BSB/ Acct No	This is the real ICS BSB Number and Account Number	Optional	Blank
Test ICS BSB/ Acct No	This is the test ICS BSB Number and Account Number	Optional	Blank
Live Branch ID	This is the real ICS Branch ID	Optional	Blank
Test Branch ID	This is the test ICS Branch ID	Optional	Blank
Live Site ID	This is the real site ID reference	Optional	Blank
Test Site ID	This is the test site ID reference	Optional	Blank
Customs Printers	These is the printer used but Customs documents by this branch	Optional	Blank
Dept	This is a department code associated with this branch	Optional	Blank
Name	This is the name of the department associated with this branch	Optional	Blank
Branch	This is the branch code	Optional	Branch Masterfile
I/E	This indicates if the department is for imports or exports	Optional	Blank
Mode	This indicates if the department is for sea freight, air freight etc.	Optional	Blank
Additional Information			
IATA Code	This is the IATA reference for the branch	Optional	Blank
NAWB Printer	This is the default printer for Neutral Airway Bills	Optional	Blank
Label Printer Type	This displays the type of label printer	Optional	Blank
Payments Bank Account	This is the default payments bank account code for the branch	Optional	Blank
Receipts Bank Account	This is the default receipts bank account code for the branch	Optional	Blank
Uses Bins	This indicates if the branch stores Bin Locations for Air Cargo	Mandatory	No
Uses Scanners	This indicates if the branch uses scanners to check in and out freight	Mandatory	No

Adding/Modifying Bank Details

The Company Bank Account Details are used for a number of reasons.
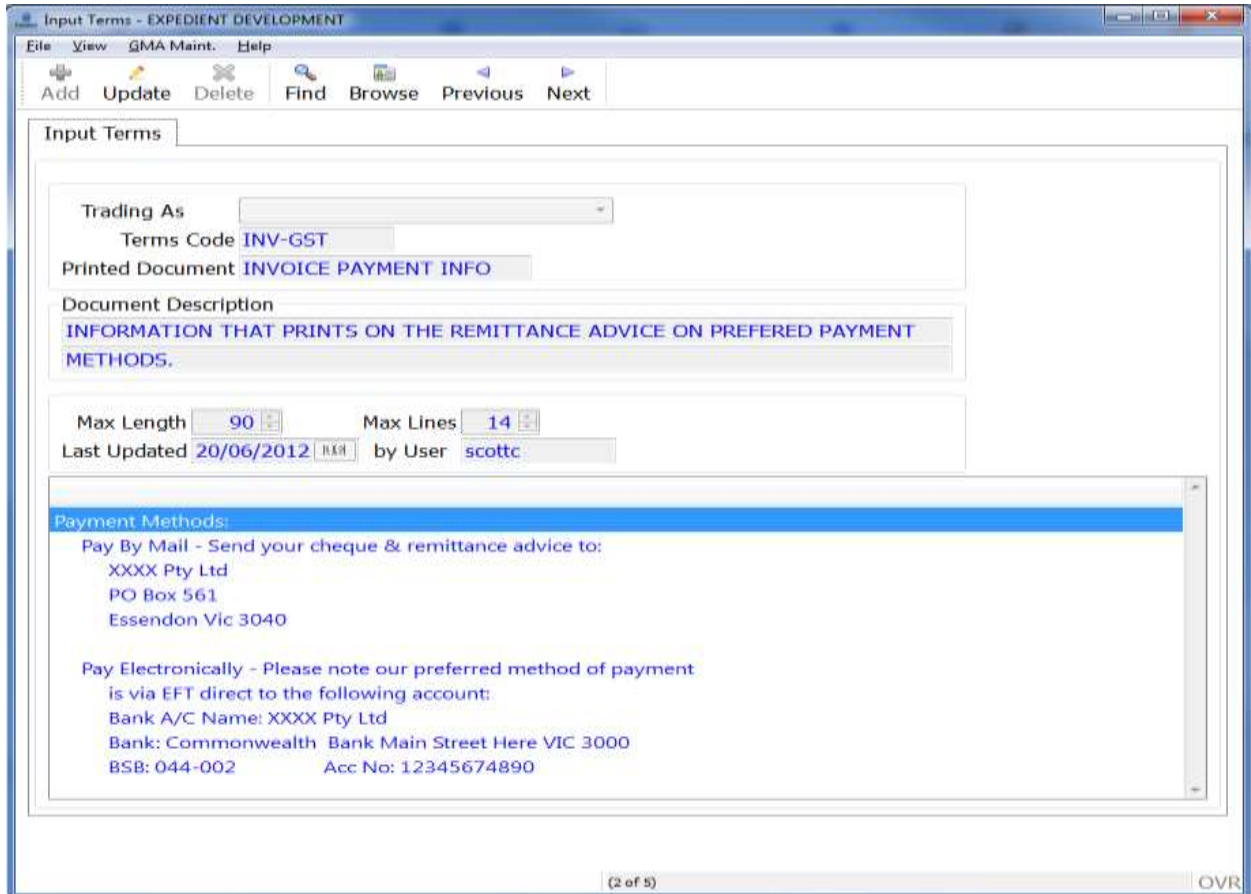This is found in Administration Menu, Company Details Sub Menu, and Bank Account Details

Field Name	Description	Validation	Default
General Ledger Account No	This is the Bank Account Number. This must be unique	Mandatory	Blank
Department	This is the department for the bank account. This is usually only used for multiple bank accounts, one for each department. Usually set to 000 HEAD OFFICE	Mandatory	000
BSB	This is the Bank BSB Number	Mandatory	Blank
Account	This is the Bank Account Number	Mandatory	Blank
Name of Bank	This is the name of the Bank	Mandatory	Blank
Bank Branch	This is the branch of the Bank	Optional	Blank
Bank Currency	This is the default currency for the Bank Account	Optional	Blank
ABA Bank Code	This is the three letter code which identifies the bank, e.g. ANZ, WBC, BQL. This field must be entered to allow EFT Bank File Payments.	Optional	Blank
APCA Number	This is the code that identifies your bank branch. Contact your bank for details. This field must be entered to allow EFT Bank File Payments.	Optional	Blank

Input Terms Printouts

Various Printed Documents contain specific company information that Customers need to see. Such things like Bank Account Details on Invoices.

To enter this information, see Administration Menu, Company Details Sub Menu,   Input Terms Printouts

The Terms Code will already be added when the document is placed in the system. This screen is only used for update purposes.

Field Name	Description	Validation	Default
Terms Code	This is the unique terms. For the invoice information update the following terms codes: INV-FXC, INV-GST.		
Printed Document	This is the document in which the data will print on.		
Document Description	A short description of what the information is referring to		
Max Length	This is the maximum length you can type that will fit on to the printed document		
Max Lines	This is the maximum lines you can type that will fit on to the printed document		

Field Name	Description	Validation	Default
Last Updated	This is the last time this has been updated		
By User	The user who performed this		
Description	This is the actual data that will print out on the document		

The below is an excerpt of the Remittance Advice which prints on the Invoice. This information is entered into the above screen.

Email Disclaimer Text

Where Expedient is sending emails to clients automatically, for example when Customs Entries are received and forwarded to clients, text can be added to the disclaimer text can be sent in the body of the automated email. Use this screen to store this text.

Forms Maintenance

Where relevant, the Expedient System allows Super Users to change the print outs system printed documents, such as Delivery Dockets, Invoices etc...
This screen is found in the Administration Menu, Company Details Sub Menu, Forms Maintenance

As per below, Clicking of the JOBINV option once displays the Current Form Type, and in the second window, the Available Selections. If you wish to change the printed document, then double click on one of the Selections. This will then update the Form Type column to what you have selected.
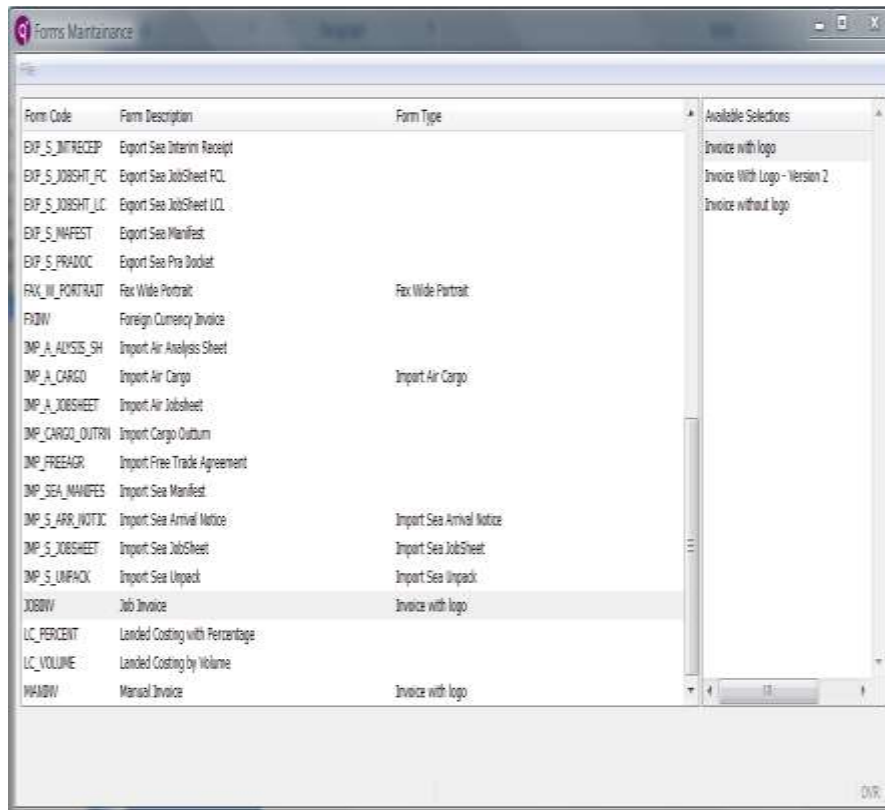
Import Job Pop Up Notes Configuration

Expedient allows users to configure which customers they wish to set to have notes pop up when Adding and Updating Import Jobs.

To configure this, go to the Customer Masterfile and search for a Customer that has a company type of "Debtor". Go to the Configuration Tab. This tab displays the following:

Import Job Registration Pop Up

- Delivery Details - Delivery Notes? <Yes/No>
- Add/Update Job - Customs Notes <Yes/No>
- Add/Update Job - Forwarding Notes <Yes/No>
- Add/Update Job – Customs Supplier Notes <Yes/No>
- Add/Update Job – Forwarding Supplier Notes <Yes/No>

Setting these flags to "Yes" perform the following:

1. *Delivery Details: Rules-*
   a. When user is in add/update mode in the Delivery Details Tab in the Import Job Registration Screen – the Client Notes (Delivery Tab) pops up if the Customer Code is not null.
2. Customs Notes -
   a. When user is in add/update mode in the Import Job Registration Screen and the broker code is own company, after the customer code field popup the Job Notes Screen and display the Customs Tab
3. Forwarding Notes -
   a. When user is in add/update mode in the Import Job Registration Screen and the forwarder code is own company, after the customer code field then popup the Job Notes Screen and display the Forwarding Tab
4. Supplier Notes –
   a. Customs – When user is in add/update mode in the Import Job Registration Screen and the broker code is own company, after field supplier, pop up the Supplier notes (customs)
   b. Forwarding – When user is in add/update mode in the Import Job Registration Screen and the forwarder code is own company, after field supplier pop up the Supplier notes (Forwarding)

Accounting Pop Up Notes Configuration

Heading (Accounts Pop Up)
- Prepare Charges – Job Accounting Notes <Yes/No>
- Create Invoice – Customer Invoice Notes <Yes/No>

Setting these flags to "Yes" perform the following:

1. Prepare Charges:
    a. When the User has entered the Charges Screen and clicked Prepare Charges, after it has prepared the charges from the Rates, then popup the Job Notes Screen and display the Accounting Tab
2. Create Job Invoice:
    a. When the User is in add/update mode in the Debtors Invoice Screen, after the Job Number field, popup the Client Notes screen and display the Invoice tab